



Title: Event Coordinator
Supervisor(s): Director, SEM&I
Department/Client Team: Owned Assets
Location: Plano, Texas
FLSA Status: Exempt

JOB OBJECTIVE:

This position serves as a member of the Owned Assets Team within the SEM&I Business Unit. The Event Coordinator is responsible for supporting the Operations, Marketing and Content Managers with the planning and execution of portfolio events, programs and services. This person must be able to multitask and own a variety of skill sets to work across multiple disciplines.

DUTIES & RESPONSIBILITIES:

Responsibilities for this position include but are not limited to:

- Assist with planning, organizing, and executing portfolio of trade shows and events
- Help coordinate logistics for tasks such as lodging, transportation, catering, entertainment, and related functions.
- Help troubleshoot pre-show, onsite and post-show logistics
- Assist with the compilation of program calendars, publications, promotional materials and related marketing materials.
- Proof related documents and occasionally write program material or assist in its development
- Help Marketing Manager with tasks associated with emails, social media and other marketing-related items
- Prepare and assemble materials for various events
- Perform departmental administrative and clerical duties: schedule meetings, assist with travel arrangements, prepare correspondence, handle one-off projects, create PowerPoints and other presentations and other related duties

JOB REQUIREMENTS:

- 2-3 years' experience in managing projects
- Previous experience in meeting and/or events preferred
- Intermediate skill with Microsoft Office (Excel, Word, PowerPoint)
- Excellent customer service and interpersonal communication skills
- Strong written and verbal communication skills
- Superior organizational skills and close attention to detail
- Ability to learn new skillsets and further evolve the position
- Ability to manage multiple tasks and priorities
- Ability to effectively lead and complete projects within deadlines
- Travel to various shows as requested

Candidates must be authorized to work in the United States for any employer without sponsorship.

Interested candidates should include their salary history with cover letter and resume and send to nicole.buraqlio@mci-group.com with the position title in the subject line.

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